



Program Reporting Forms

FY 2003 Residential Substance Abuse Treatment for State Prisoners Program

Residential Substance Abuse Treatment (RSAT) Program
Individual Project Report
Sample Report Format

Grantee:												
Date:												
Grant Number 1998-RT-VX-9999												
Title	Amount	Agency	Contact Person	Tele-phone	Location	Zip	District	Start	End	Project Type	After-care	Grant funded
Total Allocation												
Grant Number 1999-RT-VX-9999												
Title	Amount	Agency	Contact Person	Tele-phone	Location	Zip	District	Start	End	Project Type	After-care	Grant funded
Total Allocation												
Grant Number 2000-RT-VX-9999												
Title	Amount	Agency	Contact Person	Tele-phone	Location	Zip	District	Start	End	Project Type	After-care	Grant funded
Total Allocation												
Grant Number 2001-RT-VX-9999												
Title	Amount	Agency	Contact Person	Tele-phone	Location	Zip	District	Start	End	Project Type	After-care	Grant funded
Total Allocation												

Grantees must submit an Individual Project Report to the Bureau of Justice Assistance that provides basic information on all subgrant projects.

Residential Substance Abuse Treatment (RSAT) Program
Individual Project Report
Sample Report Format

Grantees must submit an Individual Project Report to the Bureau of Justice Assistance that provides basic information on all subgrant projects supported with RSAT grant funds. Reports should be updated annually, or upon any major project changes.

A sample report is included in this solicitation for reference; your BJA program manager will provide an electronic copy of this spreadsheet upon request. Please ensure all of the numbered elements listed below have been addressed if an alternative report format¹ is used:

- 1. Title:** Working Title of Subgrant Project.
- 2. Amount:** The amount of RSAT funds allocated to this project.
- 3. Agency:** Name of Subgrantee Agency.
- 4. Contact Person:** Name of Subgrantee Contact Person.
- 5. E-mail** E-mail address of Subgrantee Contact Person.
- 6. Telephone:** Telephone number of Subgrantee Contact Person.
- 7. Location:** County or City in which the project is located.
- 8. Zip:** Zip code in which the project is located.
- 9. District:** Federal congressional district in which the project is located. (To obtain this information, visit **www.house.gov/writerep** and enter the zip code in which the project is located.)
- 10. Start:** Project start date, or the date in which project expenditures were first supported with RSAT funds (by discrete grant award.)
- 11. End:** Project end date, or the date in which project expenditures cease to be supported with RSAT funds (by discrete grant award.)
- 12. Project Type:** In what type of facility is the project based: prison, jail, boot camp, or work camp?
- 13. Aftercare:** Does this project have an aftercare component? Yes/No answer.
- 14. Grant Funded:** If “yes” to the previous question, are RSAT funds used to fund this component?

¹In an alternative format, the grantee must be sure to clearly state the allocation to each project by grant award number, if the project is supported with monies from multiple award years.

Residential Substance Abuse Treatment (RSAT)Program Annual Performance Report

For this report use only information regarding services provided with RSAT grant funds and matching funds.
Report cumulative information only if available.

Amount of Services	FY 2003	All Years
Previously funded RSAT beds continued during this grant cycle.		
New treatment beds added with RSAT grant funds during this grant cycle.		
Treatment beds funded through other sources, but enhanced with RSAT funded services.		
Average length of stay in the residential program in days, for those completing the program.		
Number of days of residential treatment provided.		
Number of days of aftercare provided.		
Offenders Entering Residential Treatment		
Total number of offenders entering an RSAT-funded treatment program.		
Adult Male.		
Adult Female		
Juvenile Male.		
Juvenile Female.		
Offenders Entering Aftercare Programs		
Total number of offenders entering an RSAT-funded aftercare program.		
Average length of stay in the aftercare program in days, for those completing the program.		
Adult Male.		
Adult Female.		
Juvenile Male.		
Juvenile Female.		
Residential Treatment Success		
Total number of offenders successfully completing the residential program.		
Total number of offenders that dropped out of the residential program.		
Total number of offenders that were terminated from the residential program.		
Aftercare Success		
Total number of offenders successfully completing the aftercare program.		
Total number of offenders that dropped out of the aftercare program.		
Total number of offenders that were terminated from the aftercare program.		
Program Costs		
Average cost per day for residential program.		
Average cost per day for the aftercare program.		

**Residential Substance Abuse Treatment (RSAT) Program
Annual Performance Report**

Recidivism and Drug-Use		
Of the offenders who completed the program, the number that have remained drug-free during the residential program.		
Of the offenders who completed the program, the number that have remained drug-free during the aftercare program.		
Of the offenders who completed the program, the number that have remained arrest-free during the aftercare program.		
Of the offenders who completed the program, the number that have remained arrest-free following release from aftercare for one year. (For this indicator, use the most recent year's data available.)		

Residential Substance Abuse Treatment (RSAT)Program

Annual Performance Report

Definitions

- 1 Treatment Beds Supported:** This is for previously supported RSAT beds that receive RSAT continuation funding during the current funding cycle.
- 2 New Treatment Beds:** Brand new treatment beds created with RSAT grant funds during the current funding cycle.
- 3 Enhanced Treatment Beds:** Treatment beds that are funded through non-RSAT sources that received enhanced services, funded with RSAT, during the current funding cycle.
- 4 Total Number of Male Offenders:** This is the actual (not capacity) count of male offenders whose placement in a treatment program is paid for with RSAT grant funds.
- 5 Total Number of Female Offenders:** This is the actual (not capacity) count of female offenders whose placement in a treatment program is paid for with RSAT grant funds.
- 6 Total Number of Adult Offenders:** This is the actual (not capacity) count of adult offenders whose placement in a treatment program is paid for with RSAT grant funds.
- 7 Total Number of Juvenile Offenders:** This is the actual (not capacity) count of juvenile offenders whose placement in a treatment program is paid for with RSAT grant funds.
- 8 Total Number of Successful Offenders:** For programs operating at least six months, the number of offenders who successfully completed the RSAT-funded treatment program.
- 9 Average Length of Stay:** For those successfully completing the program, provide in days the average length of stay. Do not include assessment, transition, or aftercare phases.
- 10 Number of Drop Outs:** Provide number of offenders who dropped out on their own initiative. If the rate is 25 percent or higher, please provide details on a separate sheet of paper.
- 11 Number Terminated:** Provide number of offenders who were terminated from the program. If the rate is 25 percent or higher, please provide details on a separate sheet of paper.
- 12 Successful Aftercare:** If the program has an aftercare component, please provide the number of offenders that have successfully completed the aftercare phase.
- 13 Drug-Free Residential:** For those offenders whose treatment is financed by RSAT funds, the percentage that have remained drug-free during the residential program.
- 14 Drug-Free Aftercare:** If the program has an aftercare component, the percentage that have remained drug-free during the aftercare phase.
- 15 Arrest-Free Residential:** For those offenders whose treatment is financed by RSAT funds, the percentage that have remained arrest-free during the residential program.
- 16 Arrest-Free Aftercare:** If the program has an aftercare component, the percent who have remained arrest-free during the aftercare phase.
- 17 Arrest-Free Following Release:** Of those successfully completing the RSAT-funded program, the percentage that have remained arrest-free at least one year following release from the residential or aftercare programs.
- 18 Average Cost Residential:** For those programs in existence at least two years, the average cost of the RSAT funded program per offender.
- 19 Average Cost Aftercare:** For those programs in existence at least two years and that have an aftercare component, the average cost of the aftercare phase per offender.